CM/ECF Skills Checklist

✔		I know how to use a windows-based word processing software package such as Corel WordPerfect and Microsoft Word or a windows based bankruptcy forms software.
✔		I know how to access the Internet and how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office/home computer.

✔		Specifically, when using a Browser, I can do all of the following:
		
		    o Use the Forward and Backward buttons
		    o Click on check boxes using a mouse
		    o Type in text boxes
		    o Download files
		    o Print Documents
		    o Use Hyperlink

✔		I know how to put an address in my browser and go to that Internet Site.
✔		I know how to view a Portable Document Format (PDF) file using Adobe Acrobat Reader software.
✔		I know how to create, scan, and print a document into a PDF format.